
TITLE: **Assistant Principal**

QUALIFICATIONS:

1. Minimum of a Master's Degree
2. Alabama Certification in School Administration
3. Minimum of three years teaching experience
4. Such alternatives or additional qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

SUPERVISES: Faculty, staff, and students as designated by the principal

JOB GOALS: Serve as the professional assistant leader of the school. Work under the direction of the principal, with staff, students, and community to ensure a high quality educational program and to formulate, and accomplish the school mission. Assist the principal in providing for an environment of high expectations for staff and students.

JOB DUTIES

1. Assist in providing effective leadership in planning, developing, implementing, and evaluating the instructional program.
2. Assist in interpreting and enforcing federal and state laws and state and local board policies.
3. Assist the principal in personnel functions.
4. Assist the principal in securing, maintaining, and managing material resources.
5. Assist in preparing and administering the school budget and supervising school finance.
6. Assist the principal in assuming responsibility for scheduling.
7. Assist in ensuring that students receive appropriate placement and services.
8. Plan and accomplishes personal professional growth and demonstrate professional ethics.
9. Demonstrate proficiency in written and oral communication.
10. Assist in providing professional growth opportunities for staff.
11. Assist in communicating and clarifying the school's mission to students, staff, and community.
12. Assist in providing a safe, orderly environment that facilitates teaching and learning.
13. Assist in providing a climate of high expectations for staff and students.
14. Perform such record keeping functions as the principal may direct.
15. Supervise teachers and departments as assigned by the principal.

- 16. Supervise special events held to recognize student achievement and attends school sponsored activities, functions, and athletic events.
- 17. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
- 18. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 19. Perform such other duties and assume such other responsibilities as the principal or superintendent may assign.

Essential Duties

Job description are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED:4/12/16